

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE:	DFE RPPU 23-24/004
THE BUYER:	Department for Education
BUYER ADDRESS	Sanctuary Buildings, Great Smith Street, London, SW1P 3BT
THE SUPPLIER:	Alma Economics
SUPPLIER ADDRESS:	43 Tanner Street, London SE1 3PL
REGISTRATION NUMBER:	09391354
DUNS NUMBER:	22-059-2770

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 19th October 2023. It's issued under the DPS Contract with the reference number **RM6126 CCS Research & Insights Marketplace DPS** for the provision of **Apprenticeship SME Brokerage Evaluation**.

DPS FILTER CATEGORY(IES):

Further Education, Apprenticeships, Workplace training / skills development, Adult education / life-long learning, Employment, Qualitative, Depth interviews, Impact evaluation, Theory-based impact evaluation (incl. Theories of Change (ToC) and Logic Modelling), Process evaluation, Feasibility study, Micro businesses, Small businesses, Medium businesses, Companies, Business leaders, Employers, Students (further education), Apprentices, Adult learners, England

ORDER INCORPORATED TERMS

The following documents are incorporated into this Order Contract. Where numbers are missing we are not using those schedules. If the documents conflict, the following order of precedence applies:

1. This Order Form including the Order Special Terms and Order Special Schedules.
2. Joint Schedule 1(Definitions and Interpretation) **RM6126 CCS Research & Insights Marketplace DPS**



DPS Joint Schedule
1 - Definitions v1.0.1

3. DPS Special Terms
4. The following Schedules in equal order of precedence:
 - Joint Schedules for **RM6126 CCS Research and Insights Marketplace DPS**

- Joint Schedule 2 (Variation Form)



DPS Joint Schedule
2 - Variation Form v.

- Joint Schedule 3 (Insurance Requirements)



DPS Joint Schedule
3 - Insurance Requirements

- Joint Schedule 4 (Commercially Sensitive Information)



DPS Joint Schedule
4 - Commercially Sensitive Information

- [Joint Schedule 6 (Key Subcontractors)]



DPS Joint Schedule
6 - Key Subcontractors

- Joint Schedule 10 (Rectification Plan)



DPS Joint Schedule
10 - Rectification Plan

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- Joint Schedule 11 (Processing Data)



Joint Schedule 11 -
processing data.docx

- Order Schedules for **DFE RPPU 23-24/004**
 - Order Schedule 1 (Transparency Reports)



DPS Order
Schedule 1 - Transp

- Order Schedule 2 (Staff Transfer)



DPS Order Schedule
2 - Staff Transfer v1.1

- Order Schedule 3 (Continuous Improvement)



DPS Order
Schedule 3 - Contini
n

- [Order Schedule 4 (Order Tender)



Alma Economics -
DfE Brokerage Evalu

- [Order Schedule 5 (Pricing Details)

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Attachment 4 Price S

- [Order Schedule 7 (Key Supplier Staff)

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Order Schedule 7 -
Key Supplier Staff.doc

- [Order Schedule 20 (Order Specification)

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Attachment 3
Statement of Requir

5. CCS Core Terms (DPS version) v1.0.3

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RM6126 DPS Core
Terms v1.0.pdf

6. Joint Schedule 5 (Corporate Social Responsibility)



DPS Joint Schedule 5
- Corporate Social Re:

No other Supplier terms are part of the Order Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

ORDER SPECIAL TERMS

The following Special Terms are incorporated into this Order Contract:

Special Term 1. Safeguarding Children and Vulnerable Adults

Special Term 2. Project outputs

Special Term 3. Departmental Security Standards for Business Services
and ICT Contracts



Special Terms -
Research updated C

ORDER START DATE:	20 th October 2023
ORDER EXPIRY DATE:	31 October 2024
ORDER INITIAL PERIOD:	1 year with a break clause on 29 th February 2024 upon the decision whether to continue with the feasibility study and process evaluation.

We reserve the right to extend the contract to do an impact evaluation should the feasibility study deem it suitable. This would be confirmed in a variation in October 2024.

DELIVERABLES

Listed in the tables below.

Further details on the deliverables are to be found in the Order Schedule 20 (Order Specification).

Further details are also in the Supplier's tender as set out in Order Schedule 4 (Order Tender and Order Schedule 5 (Pricing Details). The work to be conducted

DPS Schedule 6 (Order Form Template and Order Schedules)

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excludes the following from Order Schedule 4 and Order Schedule 5 'Work with DfE on collaborative strategy to increase uptake' in the Initial Research Phase and 'Administering survey to SMEs (through brokers)' in the Process Evaluation as these elements will not be conducted in the research.

Deliverables - Initial Research Phase

Deliverable	Details	Delivery Date
Milestone 1. Initial Research Phase 1 - Development, Planning and Project Management	Inception meeting; desk-based review of relevant policy documents and literature; scoping interviews with DfE; develop fieldwork tools and interview topic guides for each stakeholder group	30 th November 2023
Milestone 2. Initial Research Phase 2 - Fieldwork Delivery	Sampling and recruitment; 20 interviews (4 with brokers, 4 with providers and 12 with SMEs); survey of SMEs	5 th January 2024
Milestone 3. Initial Research Phase 3 - Analysis and Reporting	Thematic analysis of interview findings; draft and final initial research report; lessons learnt workshop with DfE	31 st January 2024

Deliverables - Feasibility Study and Process Evaluation (if conducted)

Milestone	Activities	Timing
Milestone 4. Process Evaluation 1 - Development, Planning and Project Management	Develop early Theory of Change, including stakeholder workshop; develop fieldwork tools and topic guides	30 th April 2024
Milestone 5. Feasibility Study 1 - Development, Planning and Project Management	Desk-based review of key data sources	30 th April 2024
Milestone 6. Process Evaluation 2 - Fieldwork Delivery	Sampling and recruitment; 3 group interviews with the Humber area stakeholders; 40 interviews with brokers, SMEs, apprentices and local bodies; 3 focus groups with apprentices	31 st May 2024
Milestone 7. Feasibility Study 2 - Analysis and Reporting	Develop a framework to assess the feasibility of impact evaluation methods; assessment of full list of impact evaluation methods; detailed	28 th June 2024

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	assessment of short list of impact evaluation methods; design and deliver workshop with DfE and other key stakeholders; early starts analysis (if feasible); development of findings and recommendations; draft and final feasibility study report; develop and deliver presentation of evaluation options	
Milestone 8. Process Evaluation 3 - Analysis and Reporting	Thematic analysis of interviews and focus groups; refine the Theory of Change; develop 4 case studies; draft and final process evaluation report; slides of the findings and a hybrid presentation	31 st July 2024

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Research Element	Activity	Timescales
Project set-up	Contract signed	October 2023
	Project set-up activities	October 2023
Initial research phase	Qualitative interviews and analysis	November-December 2023
	Initial findings	January 2024
Decision to proceed with the feasibility study and process evaluation	DfE will inform the contractors if the feasibility study and process evaluation will be conducted or if the break clauses will be used	End of February 2024
Feasibility study	Feasibility study analysis and reporting	March-May 2024
	Feasibility study findings	June 2024
Process evaluation	Qualitative interviews and analysis	March-May 2024
	Full process evaluation report	June 2024
	[optional] Slides and hybrid presentation	July 2024
Decision to proceed with the impact study	DfE will inform the contractors if the impact study will be conducted	September 2024
Impact study (if possible) – tbc 2025 (depending on the outcome of the feasibility study and will require contract variation if taken forward)		

MAXIMUM LIABILITY

The limitation of liability for this Order Contract is stated in Clause 11.2 of the Core Terms.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is [REDACTED] Estimated Charges in the first 12 months of the Contract.

ORDER CHARGES

- Expenditure for the financial year 2023-24 shall not exceed [REDACTED] exclusive of VAT.
- Expenditure for the financial year 2024-25 shall not exceed [REDACTED] exclusive of VAT (if the process evaluation and feasibility study are conducted).
- Expenditure for the Impact Evaluation to be confirmed if deemed necessary and will not exceed [REDACTED] exclusive of VAT.

Total Project expenditure shall not exceed **£180,000** exclusive of VAT (if all the project elements are conducted).

Details are provided in the tables below.

Initial Research Phase - maximum cost [REDACTED] (ex. VAT) as follows:

Milestone	Activities	Invoice Amount	Timing
Milestone 1. Initial Research Phase 1 - Development, Planning and Project Management	Inception meeting; desk-based review of relevant policy documents and literature; scoping interviews with DfE; develop fieldwork tools and interview topic guides for each stakeholder group	[REDACTED] (ex. VAT)	30 th November 2023
Milestone 2. Initial Research Phase 2 - Fieldwork Delivery	Sampling and recruitment; 20 interviews (4 with brokers, 4 with providers and 12 with SMEs); survey of SMEs	[REDACTED] (ex. VAT)	5 th January 2024
Milestone 3. Initial Research Phase 3 - Analysis and Reporting	Thematic analysis of interview findings; draft and final initial research report; lessons learnt workshop with DfE	[REDACTED] (ex. VAT)	31 st January 2024

Process Evaluation and Feasibility Study (if conducted) – maximum cost
██████████ (ex. VAT) for the Process Evaluation and ██████████ (ex. VAT) for the Feasibility Study as follows:

Milestone	Activities	Invoice Amount	Timing
Milestone 4 Process Evaluation 1 - Development, Planning and Project Management	Develop early Theory of Change, including stakeholder workshop; develop fieldwork tools and topic guides	██████████ (ex. VAT)	30 th April 2024
Milestone 5 Feasibility Study 1 - Development, Planning and Project Management	Desk-based review of key data sources	██████████ (ex. VAT)	30 th April 2024
Milestone 6 Process Evaluation 2 - Fieldwork Delivery	Sampling and recruitment; 3 group interviews with the Humber area stakeholders; 40 interviews with brokers, SMEs, apprentices and local bodies; 3 focus groups with apprentices	██████████ (ex. VAT)	31 st May 2024
Milestone 7 Feasibility Study 2 - Analysis and Reporting	Develop a framework to assess the feasibility of impact evaluation methods; assessment of full list of impact evaluation methods; detailed assessment of short list of impact evaluation methods; design and deliver workshop with DfE and other key stakeholders; early starts analysis (if feasible); development of findings and recommendations; draft and final feasibility study report; develop and deliver presentation of evaluation options	██████████ (ex. VAT)	28 th June 2024
Milestone 8 Process Evaluation 3 -	Thematic analysis of interviews and focus groups; refine the Theory of Change; develop 4 case studies; draft and final process evaluation	██████████ (ex. VAT)	31 st July 2024

DPS Schedule 6 (Order Form Template and Order Schedules)

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Analysis and Reporting	report; slides of the findings and a hybrid presentation		
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Should the feasibility study deem the impact evaluation necessary we will set out the payment schedule in a variation with a budget of up to [REDACTED]

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Via Purchase Order, which will be set up once the order form is signed.

BUYER'S INVOICE ADDRESS:

Department for Education, Sanctuary Buildings, Great Smith Street,
London SW1P 3BT

Invoices must be submitted in pdf format, state the Purchase Order number (provided separately to this form), and sent via email to AccountsPayable.OCR@education.gov.uk

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED] (Senior Research Officer), DfE Project Manager for the evaluation,
[REDACTED] or, in their absence,
[REDACTED] (Principal Research Officer), DfE Project Manager for the evaluation
[REDACTED]

BUYER'S ENVIRONMENTAL POLICY

Department for Education Sustainability and Climate Change Strategy, 21 April 2022, available online at [here](#)

BUYER'S SECURITY POLICY

Department for Education Personal Information Charter available online [here](#)

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]
Managing Director

[REDACTED]
43 Tanner Street London SE1 3PL

SUPPLIER'S CONTRACT MANAGER

[REDACTED]
Head of Commercial

[REDACTED]
43 Tanner Street London SE1 3PL

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PROGRESS REPORT FREQUENCY

Delivered via weekly virtual meetings (using Teams)

PROGRESS MEETING FREQUENCY

Weekly virtual meetings (using Teams)

KEY STAFF

Key Staff Role	Key Staff Name	Contact Details
DfE project manager	[REDACTED] (Senior Research Officer),	[REDACTED]
DfE project manager	[REDACTED] (Principal Research Officer)	[REDACTED]
Alma Economics Project Director	[REDACTED]	[REDACTED]
Alma Economics Project Manager	[REDACTED]	[REDACTED]
Alma Economics Senior Economist	[REDACTED]	[REDACTED]
Alma Economics Process Evaluation lead	[REDACTED]	[REDACTED]

KEY SUBCONTRACTOR(S)

[REDACTED]

E-AUCTIONS

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

See Joint Schedule 4

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

The Supplier agrees, in providing the Deliverables and performing its obligations under the Order Contract, that it will comply with the social value commitments in Order Schedule 4 (Order Tender)]

DPS Schedule 6 (Order Form Template and Order Schedules)

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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	